

## Appendix A

- All information in italics inside brackets indicates directions for what should be included in the section. The directions should not appear in the report.

**GA DCA #0***[x-xxx]*  
**[*Project Name*]**  
*[Project Street Address]*  
*[City], [State] [Zip Code]*

Inspection Date: \_\_\_\_\_, 2013

Inspected by:  
*[Inspector's Name]*  
*[Inspector's Company]*

Report Date: \_\_\_\_\_, 2013

*[Company project # or other company information]*

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## I. PROJECT DESCRIPTION

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Owner: [Ownership Entity] Developer:  
[Development Company]  
Contractor: [General Contractor Company]  
Architect: [Architectural Firm]

### Unit Amenities--application requirements:

*[list all unit amenities proposed in the application]*

### Site Amenities:

*[list all community building and site amenities proposed in the application]*

### Energy Efficiency:

*[list all energy efficiency components detailed in a memo provided by DCA]*

### Project Description:

*[Insert narrative that includes the following information:*

- *New construction or rehabilitation (or both)*
- *# of buildings and a description of the style of building (for example: garden style, mid-rise, etc.)*
- *Unit mix (number of each type of bedroom/bath configuration)*
- *# of stories in the residential buildings*
- *# of units*
- *# of acres*
- *# of units designated for the audio/visual impaired*
- *# of units designated for the mobility impaired*
- *# of parking spaces*
- *# of HC parking spaces*
- *# of elevators (where applicable)*
- *Describe the general construction of the building systems including the foundations, framing, roofing, exterior sheathing/cladding, sprinkler system if applicable*
- *Describe typical interior finishes*
- *Generally describe site, grading operations, storm water detention provisions, site utilities work*
- *Describe any unique features*
- *Describe the sequencing of work (how many buildings at one time, etc)*
- *If rehab, describe the proposed work scope including the extent of site work, framing, drywall, plumbing, hvac, roofing, cladding, and unit finishes replacement, sprinkler system if applicable*
- *Indicate whether the scope of work is the same in every unit*
- *Indicate how the work will be staged (around tenants? Tenants relocated? As units become available, as buildings become available?)]*

**DRAW SUMMARY**

Date of Application	
AIA #	
% complete	
Original Contract Amount	
(+) Change Orders (*see section XX for descriptions)	
(=) Current Contract Amount	
Work Complete to Date	
(-) Retainage	
(-) Previous Payments	
<b>(=) Current Amount Due</b>	
<b>Current Amount Recommended</b>	
DCA Construction Contingency	

Is retainage per the contract? [*yes or no; if no, explain*]

## II. SITE OBSERVATIONS

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Inspection Conditions: [time, weather, approx. temp]

List personnel met on site: [personnel names]

Trades on site: [list trades on site during inspection]

Progress:

[insert narrative]

Are there any issues with the following:	Y/N (if Y, provide description)
1. industry standards of good workmanship	
2. substitutions in materials/components	
3. violations of building or fire and life safety codes (*code compliance is not the legal responsibility of monthly construction consultant; however, obvious violations should be noted)	
4. plans and specifications	
5. physical needs assessment and work scope (rehabilitation projects only)	
6. DCA Application	
7. DCA Architectural Standards	
8. DCA Accessibility Standards (*project wide accessibility compliance is not the legal responsibility of monthly construction consultant; however, obvious violations should be noted)	

### III. CHANGE ORDERS

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Change Order #	Date	Description of Work	Amount	Reasonable cost? [y/n]	Days added to schedule

Potential Change Orders:

*[Describe the inspector's knowledge of pending change orders or additional work for which a change order should be submitted.]*

*[insert narrative]*

#### IV. SCHEDULE

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Construction start	
Construction duration (per contract)	
(+) Days added by change order	
(=) Revised contract duration	
(-) Days elapsed	
(=) Days remaining to contract deadline	
% of contract time elapsed	
DCA deadline	12/31/2013

Building #	Start date	Projected completion date	Actual CO date
1			
2			
3			
[inset rows as necessary]			
Community building			

Schedule Commentary:

[Comment on the general contractor's ability to complete construction within the remaining contract duration]

[Comment on the general contractor's ability to complete construction within DCA's statutory time frame.]

**OTHER**

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**Testing**

Concrete testing reports reviewed this period? [Yes/No]  
Adequate? [Yes/No]

Soil testing reviewed this period? [Yes/No]  
Adequate? [Yes/No]

Other? *[describe as applicable]*

**Stored materials**

DCA defines stored materials as those materials that will not be incorporated into the project within 30 days.

Are there materials stored on site that fit the above definition? [Yes/No]

Are funds requested for these materials this period? [Yes/No]

**Inspection company specific information such as disclaimers or notes regarding reliance**

*[insert as applicable]*



## **PHOTOGRAPHS**

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*[attach site photos]*

**COPY OF CURRENT AIA G702/703**

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*[attach copy of current AIA G702/703]*